

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be improved.

2. Next, we need to set clear goals. These should be specific, measurable, achievable, relevant, and time-bound.

3. Then, we develop a plan. This includes identifying the resources needed and the steps to be taken.

4. After that, we implement the plan. This involves putting the plan into action and monitoring progress.

5. Finally, we evaluate the results. This involves comparing the actual outcomes with the goals and making adjustments as needed.

**Attorney Docket No. M-10246 US**

**Filed on: August 2, 2001**

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